Odu'a Investment Foundation
Vacancies

Brief:
We are an evolving corporate foundation and a philanthropic initiative of a leading conglomerate with investment in different sectors of the economy located in the Southwestern Region of Nigeria. We are launching an initiative that will position the southwest Nigeria for the opportunities of the digital age that will foster economic growth and development, drive innovation and shape the future workforce. The Digital Education For Innovation and Economic Development (DEFINED) Project was designed to contribute to the development of digital skills among youths within our catchment area through the creation of after-school coding clubs, among other interventions. There are exciting opportunities to contribute to the development of digital skills among the youth and therefore critical to drive the implementation of the initiative agenda hence the need for these advertised roles.

We are seeking for dynamic and dedicated individuals to provide general oversight and coordination for the after-school coding clubs as part of the DEFINED Project.

Job Advert: Project Officers for DEFINED Project
Position: Project Officer (2 positions)
Location: Southwest Nigeria (based in Ibadan but oversight of centres across six states)
Employment Type: Full-Time

Job Summary:
The Project Officer will be responsible for the general oversight and coordination of after-school coding clubs that are part of the DEFINED Project. The job holder will be expected to manage and support the coding clubs located within the six (6) locations in the southwest region of Nigeria.

The job holder will be expected to take the Lead in organizing and conducting coding club sessions within the designated states and also provide administrative support for the Programme Manager of the Foundation.

The job holder will also play a crucial role in delivering high-quality digital education and fostering a learning environment for youths. The benefits of the role include high-level training and personal development opportunities for role holders.

Key Responsibilities:
- Coordinate and oversee the implementation of after-school coding clubs in the designated locations.
- Collaborate with project assistants, mentors, and school officials to ensure effective club operations.
- Monitor and evaluate the progress of coding clubs, providing guidance and support as needed.
- Organise and participate in events, workshops, and competitions related to the coding clubs.
- Maintain records and reports on club activities, achievements, and challenges.

Required Competencies/Personal Attributes/Experience

- Essential: Strong interpersonal and teamworking skills.
- Essential: Passion for digital education and youth development.
- Essential: Advanced level of proficiency in ICT and programming skills.
- Essential: Very good Presentation and Reporting Skills
- Essential: Good leadership, time management and problem-solving skills
- Essential: First Degree or HND qualification in a relevant field
- Desirable: Experience of organising and facilitating training/development workshops
- Ability to prioritise tasks and work with minimal supervision
- Proven ability to manage projects and coordinate multiple stakeholders.
- Experience in coding and programming activities.
- Experience in mentoring and coaching.

- Must have knowledge of computer applications such as MS Word, Power Point, Excel, and Corel Draw.

Job Advert 2: Project Assistants for DEFINED Project
Position: Project Assistant (12 positions)
Location: Southwest Nigeria (two positions in each of the six Southwest Nigeria states)
Employment Type: Part -Time (after-school club)

Job Summary:
The Project Assistant will support the implementation of after-school coding clubs in a designated state location within the southwest region of Nigeria as part of the DEFINED Project. The Project Assistant is also expected to provide administrative support for the Project Officer. The job holder will be expected to provide the required support in organizing and conducting coding club sessions within the designated state.

The job holder will also play a crucial role in delivering high-quality digital education and fostering a learning environment for youths. The benefits of the role include high-level training and personal development opportunities for role holders.

We are looking for 12 enthusiastic Project Assistants to support the implementation of after-school coding clubs in various locations across the southwest region of Nigeria as part of the DEFINED Project.

Key Responsibilities:
- Lead in organising and conducting coding club sessions.
- Assist in the preparation of materials and resources for coding club sessions.
- Support learners' learning and engagement in coding and digital skills.
- Provide administrative support for club activities, including event coordination and record keeping.
- Collaborate with peer mentors and learners to ensure a positive club experience.
- Maintain records and reports on club activities, achievements, and challenges and ensure that necessary documentations are in place.

Required Competencies/Personal Attributes/Experience

- Essential: Qualification and good hands-on knowledge in ICT.
- Essential: Experience of teaching in the public school system, especially IT subjects.
- Essential: ICT and programming skills at an intermediate level.
- Passion for education, technology, and youth development.
- Strong communication skills and the ability to engage with learners effectively.
- Ability to work in a team and contribute to a positive learning environment.
- Must have knowledge of computer applications such as MS Word, Power Point, Excel, and Corel Draw.
- Ability to communicate effectively and listen attentively.
- Ability to work in a team and contribute to a positive learning environment.
- Ability to work with minimal supervision.

Mode of application: Please send your CV and a cover letter highlighting your relevant experience and skills to odua.foundation@oduainvestment.com.ng and the link below as appropriate:
Project Officer: https://forms.office.com/r/19ut9xs6ws
Project Assistant: https://forms.office.com/r/2fs8Mt521u

Only Shortlisted candidates will be contacted for interview.

The **deadline** for application is **September 26, 2023**